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**DESPORTO
SEM**

bullying



**DEIXA-ME
EM PAZ!**

**CODE OF CONDUCT
SPORT AGENTS**



CODE OF CONDUCT FOR STAFF MEMBERS

Sports clubs should be able to offer positive experiences to young athletes, by ensuring a secure space for different types of learning and healthy development. Coaches and staff members of(club name) have the opportunity to become positive role models for these young athletes and make a positive impact in their development.

Coach and staff members' duties

Relationship with the athletes

Training

- Place the young athletes' well being and personal satisfaction ahead of a highly structured competition. Do not make it all about winning.
- Provide incentive and value effort above results. Pay compliments instead of mocking or yelling at young athletes for their mistakes and/or losses
- To be positive during practise and games, so that young athletes may leave training sessions and games with positive feelings
- Listen to and respect young athletes' opinions
- Take time to explain the technical procedures during practise, making sure they are fully understood by the athletes
- Develop a functional working relationship with the athletes based on trust and mutual respect.
- Don't yell or ridicule young athletes for their mistakes. Children learn best by trial and error and should never be afraid to make mistakes in order to learn.
- Acknowledge young athletes' developmental needs
- Define realistic objectives for young athletes and refrain from demanding anything above their possibilities
- Develop an understanding of relevant training methods and ensure you have proper creditation to work with the athletes.

- Properly plan out and prep practices.

Athletes' rights

- Create a positive environment for young athletes and nurture them. Assume the responsibility of taking necessary measures to ensure positive and healthy sporting experiences are provided.
- Respect the rights, dignity and value of every young athlete. Treat everybody equally, regardless of gender, ethnicity, religion and performance level.
- Do not embarrass a young athlete through sarcasm and possibly misinterpreted jokes.
- Treat every athlete equally and make sure they feel valued. Don't play favourites with them.

Inappropriate behaviours

- Never influence your athletes with the purpose of obtaining personal benefits or rewards
- Never use bodily harm or physical strength as punishment. This, as well as physical response to disruptive behaviours is forbidden, unless such strength is meant to contain those kinds of behaviours.
- Never utilize sanctions that may demean or hurt young athletes
- Never engage in interactions involving strong physical contact, or of a sexual nature, as well as inappropriate touching or sexually suggestive remarks towards the young athletes
- Never abuse the young athlete, physically, emotionally or sexually.
- Do not ever become involved in a sexual context with a young athlete you're responsible for.
- Only enter the field of play with the referee's consent
- Encourage young athletes to respect and accept the referee's decisions.

- Do not take any unprescribed drugs or alcoholic beverages before and during the time the young athletes are in your care.

Monitoring

- Avoid working alone and make sure there is adequate supervision for every activity. It is important to understand that in some situations, friendly actions might be misunderstood by young athletes and others.

Civility

- Encourage and guide young athletes to take responsibility for their performance and behaviour.
- Encourage every young athlete to not take part in any kind of discrimination, be it religious, racial/ethnicity, gender, socioeconomic status or lack of skill in sports.
- Create and apply extra necessities for disabled athletes or for any other vulnerable groups.

Disruptive behaviours

- Take any signs of bullying seriously and cultivate an anti-bullying culture
- Encourage young athletes to break silence and create an open environment in which they may speak with authority
- Deal with any form of bullying. It constitutes unacceptable behaviour.
- Never allow any kind of aggressive or "dirty" play, bullying behaviour, inappropriate language, banned substance usage or inappropriate behaviour.
- Keep a record of behavioural problems in case there are any.
- Report accidents and incidents of alleged bad practices towards responsible parties inside the club. Expulsions may be requested by the coach, and the final decision is exclusively up to the club's management.

- Never allow abuse or bad practices allegation to go unnoticed without taking proper measures. Club incidents or accidents must be reported to the responsible parties, and parents must be informed.
- Do not use inappropriate or provocative gestures or language towards young athletes, referees or opponents.

Fair-play/Ethics

- Promote fair-play
- Board and coaches who find themselves in conflict of interests between club/board and young athletes should fully explain the nature of such conflict and reaffirm their loyalties to all parties in question
- Never question the dignity or decisions of referees
- Insist that the athletes under your care always follow the rules. Insist on fair-play and ensure young athletes follow their codes of conduct.

General Rules and Relationship with the club's resources

- Sign and follow the rules and guidelines aiming for high standards in level of conduct.
- Help in making physical and sports activities fun.
- Keep attendance records in training sessions
- Keep injury records, including measures taken to prevent their development.
- Avoid giving physical aptitude test without other adults around
- Be positive, available, and promote the club's objectives at all times
- Ensure young athletes' rights and duties are held in consideration and enforced
- Take the time to undergo individual training with a young athlete
- Avoid driving young athletes alone in your car when travelling to compete or home

Relationship with parents

- When young athletes are invited to participate in adult teams, there must be parent consent. Behaviour limits amongst adults are often different.
- Involve parents in whatever is possible and notify them if anything is wrong.
- Encourage parental involvement in club activities whenever possible.
- Quando os jovens atletas são convidados para participarem nas equipas/escalões de adultos, deve haver consentimento dos pais. Os limites de comportamento entre adultos são geralmente diferentes dos limites dos grupos de jovens atletas.
- Envolver os pais no que for possível e avisá-los de houver algum problema.
- Encorajar os pais a envolverem-se nas atividades do clube, sempre que possível.

Qualifications

- Be adequately qualified to perform your job
- Have your insurance up to date

Safety/ Confidentiality

- Your first priority should be the young athlete's safety and his enjoyment of the sport, as well as following the club's rules and guidelines.
- The nature of coach-young athlete relationship usually has the first frequently receiving confidential information regarding the second and his family. This information must remain confidential and only be shared in case of suspected abuse, or with explicit consent by the young athlete or his family.
- Ensure every young athlete's safety, through monitoring and supervising, as well as adequate planning of all training sessions, resorting to safe methods
- Promote teamwork and make sure every young athlete in your care is safe
- Maintain confidentiality on sensitive subjects.

Role Model

- Remember that your behaviour towards your athletes, referees and opponents will reflect in the young athletes in your care
- Be careful in avoiding favourites and acts of "stardom". Every athlete deserves an equal amount of time and attention.
- Encourage respect towards referees, opponents and other coaches. Whenever possible, avoid criticism towards them.
- Management and coaches are responsible for setting boundaries between a working and friendship relationship with young athletes. It is advisable that coaches refrain from involving young athletes in their personal lives (ex. : sleeping in the coach's house, taking the young athlete home, etc.
- Drugs, alcohol and tobacco use is to be discouraged as incompatible to a healthy approach to sports. Avoid alcohol consumption before practice sessions, during sporting events or in travelling with young athletes.
- Be a positive role model, with high behavioural and appearance standards (discipline, commitment and maintenance time). Remember that children learn a great deal by example.
- Do not consider losing as failure and avoid worrying solely on medals and trophies. The learning curve in youth squads is the best indicator of coach efficiency.
- Do not smoke while working with young athletes.

Health

- Coaches must cooperate with doctors and other health professionals in diagnosis, treatment and intervention in young athletes' problems. Refrain from any advice if you're not trained or qualified to do so. Any information of this nature should remain confidential, unless the athlete's well being demands so.

- Participate in all kinds of therapy in training sessions with young athletes.
- Provide basic emergency first aid whenever necessary and, in case of serious incidents, forward to the club's management or call an ambulance
- In case of need, contact emergency services
- Do not give first aid that involve removing the child's clothes unless strictly necessary or do it in the presence of others
- All staff members should be prepared to act in case of emergency and be trained in first aid procedures, which include:
 - Access to a first aid kit
 - Contact information, in case the athlete is underage
 - Emergency services contact information

Coaches and staff members' rights

General Rules and Relationship with the club's resources

- Fair and equal treatment by the club and the board
- Recieve support in alleged abuse or ill practice situations
- In case of necessity, to consult professional support services or a possibility to be forwarded to them

Safety/Confidentiality

- To have access to training sessions and to all information regarding management activities for young athletes, particularly safety procedures

Relationship with parents

- To be protected from abuse by parents or other adults
- To not be left vulnerable when working with children



Final Notes

Lesser breaches will be reported to the club's management and immediately solved. In case of serious or persistent breaches, the responsible parties will decide on which disciplinary actions to resort to, expulsion from the club being a viable option.

Staff member's name:

Position at the club:

Contact:

Signature:

Date:

